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(21)

14 October 1968

MEMORANDUM TO: [REDACTED]
Night Security Office,
Office of Security

25X1A9a

SUBJECT : Records Management Conference - [REDACTED]

25X1A6a

1. The Agency personnel listed in the attached will be attending the Records Management Conference to be conducted at the [REDACTED] 22 - 23 October 1968.

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2. The Conferees will stay overnight at [REDACTED] (the 22nd) and have been advised to provide their families with your Night Security Office telephone extension (351-6161) to be used in the event an emergency arises. They will expect you to contact the individual if necessary.

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3. Please contact [REDACTED] of this Staff, on extension 2468 if further information relative to the above is desired.

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[REDACTED]
CIA Records Administration Officer

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Attachment:
List of Personnel attending Conference

Distribution:
Orig. & 1 - Addee
✓ 1 - Conference File

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GROUP 1
Excluded from automatic
downgrading and
declassification